

**Welcome to the Town of Leesburg  
25 West Market St. – P.O. Box 88 – Leesburg, VA 20178**

**New Residents Checklist**

**Important items and contact information that new residents  
should take care of in the first 30 days.**

**Set up utilities**

- **Electricity:**  
Dominion Virginia Power-888-667-3000  
Northern Virginia Electric Cooperative: 888-335-0500 or (703) 335-0500
- **Telephone:**  
Verizon Virginia  
Residence Service: (703) 954-6222  
Business Service: 800-826-2355
- **Gas:**  
Washington Gas: 800-752-7520 or (703) 750-1000
- **Water and Sewer:**  
To start new water service contact the Finance Department, Town Hall 25 West Market St. at (703) 771-2702 or (703) 771-2701
- **Cable:**  
Adelphia Cable: (888) 683-1000

**Update vehicle information**

- Purchase Virginia plates; update your license and purchase new vehicle registration at Virginia Department of Motor Vehicles. The Leesburg Office is located at 945 Edwards Ferry Road. The Leesburg DMV is open Monday – Friday: 8:00 a.m. - 5:00 p.m. and Saturday 8:00 a.m. - 12:00 p.m. Toll Free Numbers: 1-866-DMVLINE (1-866-368-5463) or 1-800-435-5137.
- Bring your current Virginia vehicle registration with new Town of Leesburg address to the Town Government Center located on 25 West Market Street to receive your town decal.
- Vehicles must be inspected and display the inspection sticker to the left of the town decal. Inspections may be done at service station or garages displaying signs for State Inspection Services.

**Register your child with Loudoun County Public School System**

Loudoun County Schools provide comprehensive education from kindergarten through Grade 12, including 59 schools and 2 instructional centers. The schools also offers special education (disabled), gifted/talented education vocational and adult education, English as a second language (ESL), two preschool programs for economically disadvantaged 4 year olds –Head start and Step and new high school programs in applications of technology. For more information visit the website [www.loudoun.k12.va.us](http://www.loudoun.k12.va.us) or call (703) 771- 6400.

### **License your dogs**

Dog licenses can be purchased at the County Treasures office or at the Animal Shelter, located at the intersection of Routes 9 and 704, near Waterford, or by mail. An application can be downloaded from the Animal Care and Control Website.

Department of Animal Care and Control

39820 Charles Town Pike, Waterford, VA 20197-9700

540-8823211 or 703-777-0406

[email-animals@loudoun.gov](mailto:email-animals@loudoun.gov)

Website: <http://www.loudoun.gov/animals/>

### **Change your address at the local post office**

Leesburg Post Office

15 E. Market St.

Leesburg, Va., 20176

(703) 669-5485

### **Subscribe to a local Paper**

**Leesburg Today:** Residents in the Town of Leesburg will receive this newspaper free of charge twice a month. If you live outside of the town and would like to subscribe, contact Leesburg Today at 703-771-8800, 1 East Market St. P.O. Box 591 Leesburg VA 20176 or subscribe on line at [www.Leesburg2Day.com](http://www.Leesburg2Day.com).

**Loudoun Times Mirror:** Residents can subscribe to this newspaper on line at [www.loudountimes.com](http://www.loudountimes.com) or by calling 703-777-1111, 9 East Market Street Leesburg, VA 20176-3013.

**The Washington Post:** Residents may subscribe to the Washington Post on line at [www.washingtonpost.com](http://www.washingtonpost.com)

## **Town Services Notes and Numbers**

### **Town Offices**

Town Offices are located at 25 West Market Street in downtown Leesburg. The mailing address is Town of Leesburg, PO Box 88, Leesburg VA 20178 and the contact phone number for the Town Manager's Office is (703) 771-2700. Hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. The Mayor and Council do not have offices in Town Hall. Please contact the Town Clerk at (703) 771-2733 for contact information.

### **Weekly Trash Collection & Recycling**

<u>Location</u>	<u>Trash Collection Day</u>	<u>Recycling Day</u>
East of King Street	Tuesday	Friday
West of King Street	Monday	Thursday

Recycling bins can be obtained in the Town Government Center Lobby.  
For location and information, call (703) 771-2420 or (703) 771-2790

### **Brush Pickup**

The town pickups brush every Tuesday. No call is necessary. Brush must be no larger than 6" diameter by 6' in length. (703) 737-7073

### **Traffic Signal, Street Light Outages and Street Repair**

Several power companies own streetlights in town. To report a streetlight that's out, contact your local company, Dominion Virginia Power, 1-888-667-3000 or NOVEC, 1-888-335-500. Not sure who to call? Contact the public works shop, at 703-737-7073

### **Police**

Leesburg Public Safety Building, Police Headquarters operated 24-Hours, located at 65 Plaza St., N.E.

Emergencies – 911

TTY-711

Non-Emergencies – (703) 771-4500

Leesburg police operate a 24-hour non-emergency telephone line for citizen to report tips on cases and provide information. Callers may remain anonymous and can be eligible for rewards.

### **Parks**

Parks, Recreation Programs, Ida Lee Park Recreation Center (703) 777-2765. More information is available online at [www.idalee.org](http://www.idalee.org).

### **Libraries**

Thomas Balch Library  
208 W. Market St.  
Leesburg, VA 20176  
(703) 737-7195

Rust Library  
380 Old Waterford Road  
Leesburg, VA 20176  
703-777-0323 Voice